

Letter of Acknowledgment

Date: _____

Dear [Recipient's Name],

I am writing to formally acknowledge and express my regret for my recent actions that were a result of poor judgment. I understand that my decision to [briefly describe the action] was misguided and did not align with the standards expected of me.

It is important for me to take full responsibility for my actions, and I realize the impact they may have had on you and the team. I sincerely apologize for any inconvenience or distress this may have caused.

Moving forward, I am committed to learning from this experience and ensuring that I make better decisions in the future. I appreciate your understanding and patience as I work towards improving myself.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]